



## Evergreen Indiana Cataloging Roundtable:

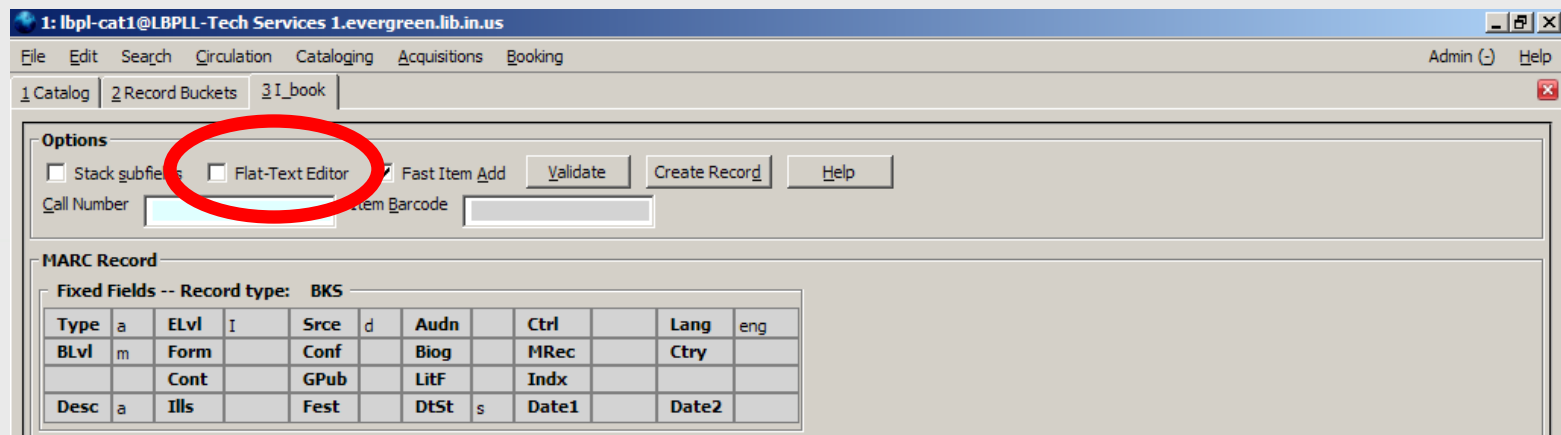
An in-depth look at the flat-text editor, the dedup process, the LC Authority File and CIP records

# Instructors

- At Greenwood: Janet Buckley, Greenwood and Jocelyn Lewis, Lebanon
- At Kendallville: Cindy Wilson, Butler and Shelley Lesandrini, Westfield-Washington
- At Spencer County: Sarah Childs, Hussey-Mayfield

# Using the Flat Text Editor

One of the most useful features from the upgrade is the Flat Text Editor. It is located in the options section of the Marc Edit screen.



1: lbpl-cat1@LBPLL-Tech Services 1.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking Admin Help

1 Catalog 2 Record Buckets 3 I\_book

**Options**

☐ Stack subfields ☒ Flat-Text Editor ☒ Fast Item Add

Call Number  Item Barcode

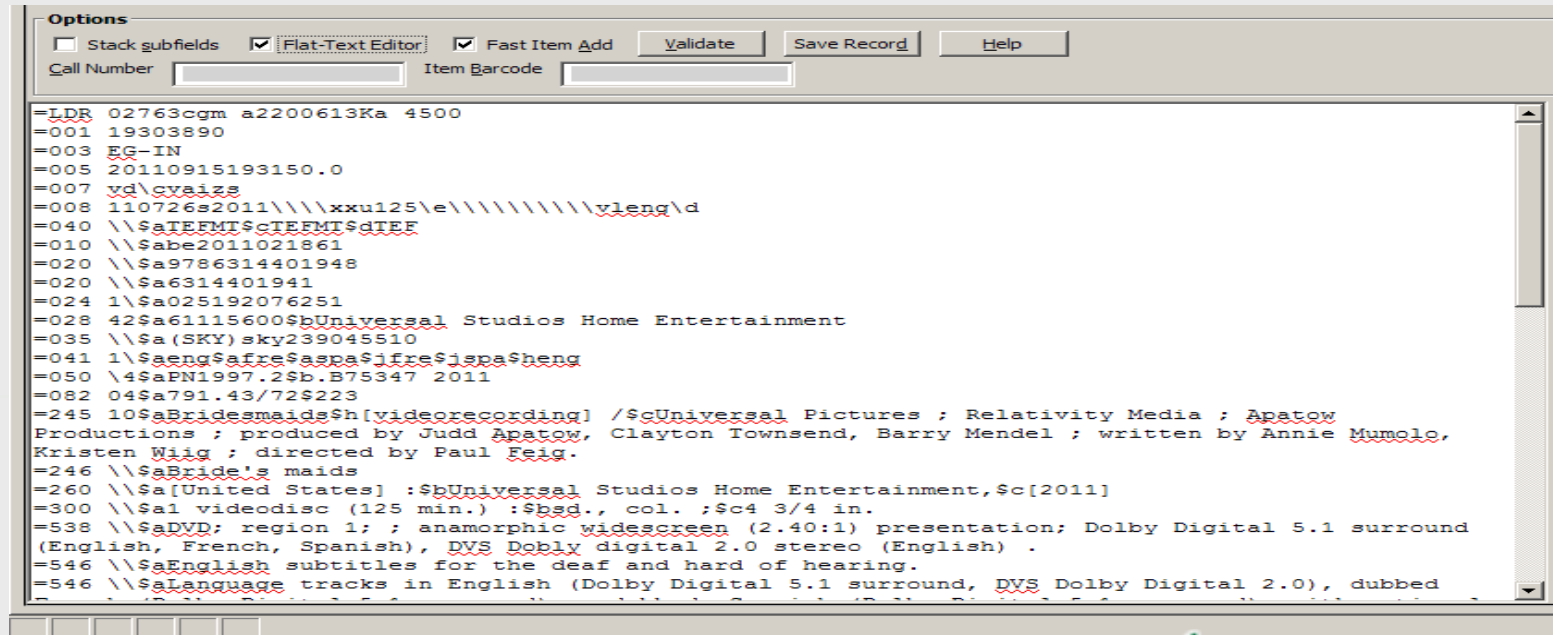
**MARC Record**

Fixed Fields -- Record type: BKS

Type	a	ELvl	I	Src	d	Audn		Ctrl		Lang	eng
BLvl	m	Form		Conf		Biog		MRec		Ctry	
		Cont		GPub		LitF		Indx			
Desc	a	Ills		Fest		DtSt	s	Date1		Date2	

# Using the Flat Text Editor

When you check the Flat Text Editor box, the record is displayed in a plain text format.



# Using the Flat Text Editor

In previous versions of Evergreen, you could only copy single lines of text and you had to enter all delimiters by hand. It could be time consuming to copy and paste large amounts of data from one record to another.

One of the main benefits of this feature is that it can be used as a sort of “cloning” tool since it enables you to copy multiple data fields from one record and paste these fields into another record. Moreover, there is no need to correct the delimiters as they will display properly in the record.

# Using the Flat Text Editor

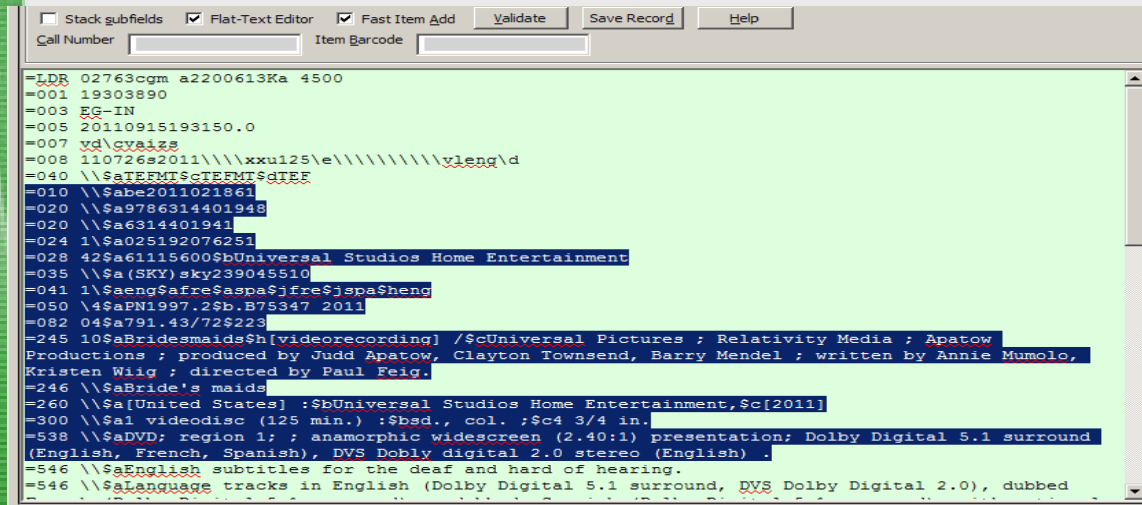
The Flat Text Editor is very useful in instances where you have an item but it is a different edition or a slightly different version than what is already in the catalog.

If you can't find a matching record to import and you need to create an original record for the item, the Flat Text Editor can make the process of original cataloging go much faster.

# Using the Flat Text Editor

If there is a similar record already in Evergreen, open up that record in Marc Edit and check the Flat Text Editor button.

When the white text screen is open, use your mouse to select the data you want to copy. The selected data will turn blue. To copy the data, use the CTRL and C keys on your keyboard. Be sure to include ALL of the data, including signs and symbols.



# Using the Flat Text Editor

Open an original record template in Evergreen. This will be the “clone” record. Open the Flat Text screen for this new record. Paste the data from the previous record into the screen using the CTRL and V keys on your keyboard.

It's usually a good idea to click the Flat Text Editor button so you can see the record in MARC Edit mode to ensure that everything is formatted properly.



# Using the Flat Text Editor

Once you've got all the data into your new record, go through and edit it so that the record matches your item. Make sure you change edition statement, publisher, pagination, copyright date or any other information that differs from the original record you used.

**It is imperative that you make these changes to your new record or else you'll be merely be making an exact duplicate of the record you've copied from.**

# Using the Flat Text Editor

In some instances, you can also copy and paste with the Flat Text Editor using non-Evergreen records. If you find a MARC record from another catalog or database, you may be able to copy and paste it into an original Evergreen record. However, this doesn't always work. The record must be formatted in the same manner as an Evergreen record (dollar signs for delimiters, etc.).

It is known that BookWhere records can be copy and pasted using the Flat Text Editor.



# Using the Flat Text Editor

Some tips to remember:

- The Flat Text editor is useful for replacing or adding 008 and 007 fields. It is also the only way to remove multiple 008 and 007 fields, a functionality Evergreen didn't have before this upgrade.
- When “cloning” a record, remember that some fields from the original record (the record you've copied from) are specific to that record only and therefore should be deleted from your new “cloned” record. In particular, watch out for the 040, 035 and 901 fields.

# Using the Flat Text Editor

More tips:

- The Flat Text editor isn't only useful for copying entire records. If the record you're working on is low on content or is incomplete, use the editor to improve it. The editor allows you to easily copy and paste subject headings, added entries and content notes or any other data that will make the record more complete and therefore more useful to our end users.
- Use the editor to as a work-around when Evergreen won't import a record due to the presences of diacritics or won't properly display words with diacritics.

# Authority control

Evergreen Indiana does not currently have a full set of authority records, but that does not mean we can't do authority work.

# Authority Control


- Why should we do authority work?
  - To distinguish items with identical or similar headings
  - To collocate items that belong together.

# Authority Control

<http://authorities.loc.gov/>

This is the URL for the Library of Congress Authority File.

# LOC Authorities Home Page

 Library of Congress Authorities (Search for Name... )

[The Library of Congress](#)



## LIBRARY OF CONGRESS AUTHORITIES

Using *Library of Congress Authorities*, you can browse and view authority headings for Subject, Name, Title and Name/Title combinations; and download authority records in MARC format for use in a local library system. This service is offered free of charge.

>> [Search Authorities](#) <<

[Help on Searching Authorities](#) - [Frequently Asked Questions](#)

*If you have questions or comments, please send us feedback using our [Help Desk](#) page.*

*or switch to the*

>> [Library of Congress Online Catalog](#) <<

to search for and display catalog records for the over 12 million books and other items in the collections of the Library of Congress.




# Authority Control: Search Options

Library of Congress Authorities

The Library of Congress

Library of Congress Authorities  
http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First



## LIBRARY OF CONGRESS AUTHORITIES

[Help](#) [Search](#) [Search History](#) [Headings List](#) [Start Over](#)

SOURCE OF HEADINGS: Library of Congress Online Catalog

### Authority Headings Search

Search Text:

Search Type: **Subject Authority Headings**  
Name Authority Headings  
Title Authority Headings  
Name/Title Authority Headings  
Keyword Authorities (All)

Scroll down for Search Hints

100 records per page

### Authorities Search Tips

Search Type	Brief Help (select a search type for detailed Help)
-------------	---

- Five Ways to Search:
  - Let's Discuss Name & Title Headings



# Name Authority Search

The Library of Congress



## LIBRARY OF CONGRESS AUTHORITIES

[Help](#) [Search](#) [Search History](#) [Headings List](#) [Start Over](#)

SOURCE OF HEADINGS: Library of Congress Online Catalog

### Authority Headings Search

Search Text:

Search Type:

Scroll down for Search Hints

100 records per page

### Authorities Search Tips

# Search Results Screen

The Library of Congress

>> [Go to Library of Congress Online Catalog](#)

## LIBRARY OF CONGRESS AUTHORITIES

Help 

New  
Search

Search  
History

Headings  
List

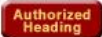

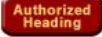
Start  
Over

SOURCE OF HEADINGS: Library of Congress Online Catalog

SEARCHED: Name Authority Headings = Markle, Sandra

SEARCH RESULTS: Displaying 1 through 100 of 100.

◀ Previous    Next ▶

#	Bib Records	<i>select icon in first column to...</i> View Authority Headings/References	<u>Type of Heading</u>
 1	154	Markle, Sandra	personal name
 2	1	Markle, Scott	personal name
 3	1	Markle, Steve	personal name

- Type of Heading = Personal Name
- Click Red Button (Authorized Heading) to see the Authority Record Summary Screen.

# Authority Record Summary Screen

Authorized Heading, References and Notes (Libra...

[The Library of Congress](#)



## LIBRARY OF CONGRESS AUTHORITIES

[Help](#)

[New Search](#)

[Search History](#)

[Headings List](#)

[Start Over](#)

SOURCE OF HEADINGS: Library of Congress Online Catalog

INFORMATION FOR: Markle, Sandra

FIELD	Select a Link to View the Authority Record
Heading (1XX)	<a href="#">Markle, Sandra</a>

[Help](#) - [Search](#) - [Search History](#) - [Headings List](#) - [Start Over](#)

- Click author's name to see Authority Record for this author.

# Author's Authority Record

The Library of Congress



## LIBRARY OF CONGRESS AUTHORITIES

Library of Congress Authorities Home Page

Help

New Search

Search History

Headings List

Start Over

◀ Previous

Next ▶

MARC Display

Labelled Display

LC control no.: n 83060764

LCCN permalink: <http://lccn.loc.gov/n83060764>

HEADING: Markle, Sandra

000 00602cz a2200169n 450

001 1024815

005 19980110052953.2

008 830204n| acannaab |n aaa

010 \_\_ |a n 83060764

035 \_\_ |a (OCoLC)oca00945048

035 \_\_ |a (DLC)n 83060764

040 \_\_ |a DLC |c DLC |d DLC |d NmU

100 10 |a Markle, Sandra

670 \_\_ |a Her Kids' computer capers, c1983: |b CIP t.p. (Sandra Markle)

670 \_\_ |a Discovering graph secrets, 1997: |b CIP t.p. (Sandra Markle) data sht. (b. 11/10/46)

670 \_\_ |a Super science secrets, c1997: |b back flap (former elem. sci. teacher; lives in Atlanta, Ga.)

953 \_\_ |a bd33 |b jd99


◀ Previous

Next ▶

# Title Authority Search

Library of Congress Authorities

[The Library of Congress](#)



## LIBRARY OF CONGRESS AUTHORITIES

[Help](#) [Search](#) [Search History](#) [Headings List](#) [Start Over](#)

SOURCE OF HEADINGS: Library of Congress Online Catalog

### Authority Headings Search

Search Text:

Search Type: 

- Subject Authority Headings
- Name Authority Headings
- Title Authority Headings**
- Name/Title Authority Headings
- Keyword Authorities (All)

Scroll down for Search Hints

100 records per page

- Search for Series “Arachnid World”



# Title Search Results

The Library of Congress


Go to Library of Congress Online Catalog

## LIBRARY OF CONGRESS AUTHORITIES

Help New Search Search History Headings List Start Over

SOURCE OF HEADINGS: Library of Congress Online Catalog  
YOU SEARCHED: Title Authority Headings = arachnid world  
SEARCH RESULTS: Displaying 1 through 100 of 100.

◀ Previous Next ▶

#	Bib Records	<i>select icon in first column to...</i> View Authority Headings/References	<u>Type of Heading</u>
 1	0	Arachnid world	non-series title
 2	0	Arachnid world	series title
 3	0	Arachōva	non-series title
 4	0	Araciyaḷ Nānapōṭinī	non-series title
 5	1	Araciyaḷ Nānapōṭinī	series title

- Type of Heading = Series Title
- Click accompanying red button to see authority record summary screen

# Title Authority Record Summary Screen

[The Library of Congress](#)



## LIBRARY OF CONGRESS AUTHORITIES

[Help](#) [New Search](#) [Search History](#) [Headings List](#) [Start Over](#)

SOURCE OF HEADINGS: Library of Congress Online Catalog  
INFORMATION FOR: Arachnid world

FIELD	Select a Link to View the Authority Record
Heading (1XX)	<a href="#">Arachnid world</a>

[Help](#) - [Search](#) - [Search History](#) - [Headings List](#) - [Start Over](#)


- Click series title to see Authority Record for this series.




# Series Title Authority Record

The Library of Congress >> Go to Library Home Page

---



## LIBRARY OF CONGRESS AUTHORITIES

Help New SearchSearch HistoryHeadings ListStart Over

< PreviousNext >

MARC DisplayLabelled Display

**LC control no.:** no2011018658

**LCCN permalink:** <http://lccn.loc.gov/no2011018658>

**HEADING:** Arachnid world

000 00456nz a2200169n 450

001 8547268

005 20110205074557.0

008 110204n| acaabaaan |n ana c

010 \_\_|a no2011018658

035 \_\_|a (OCoLC)oca08759351

040 \_\_|a IOrQBI |b eng |c IOrQBI

130 \_0 |a Arachnid world

643 \_\_|a Minneapolis, MN |b Lerner Publications

644 \_\_|a f |5 IOrQBI

645 \_\_|a t |5 DPCC |5 IOrQBI

646 \_\_|a s |5 IOrQBI

670 \_\_|a Wolf spiders, c2011: |b t.p. (Arachnid world)

< PreviousNext >

# CIP Records

CIP = Cataloging in Publication

This means the publisher is planning to publish an item and they give the Library of Congress as much information as they currently have, which LOC uses to make a bibliographic record.

# CIP Records

The best way to recognize a CIP record is to look at the 300 field.

300 \_ \_ p. cm

# CIP Records

File Edit Search Circulation Cataloging Acquisitions Booking

1 Bib Record: 16099797

---

**Record Summary ( [View MARC](#) )**

<b>Title:</b> Wolf spiders : hardworking	<b>Edition:</b>	<b>TCN:</b> 16099797	<b>Created By:</b> lipll-cat1
<b>Author:</b> Markle, Sandra.	<b>Pub Date:</b> 2010	<b>Record ID:</b> 18877870	<b>Last Edited By:</b> lipll-cat1
<b>Bib Call #:</b> QL458.42.L9M327 2010		<b>Record Owner:</b>	<b>Last Edited On:</b> 2011-02-28

Record 1 of 1    [Start](#)    [Previous](#)    [Next](#)    [End](#)

**Options**

☐ Stack subfields    ☐ Flat-Text Editor    ☐ Fast Item Add    [Validate](#)    [Save Record](#)    [Help](#)

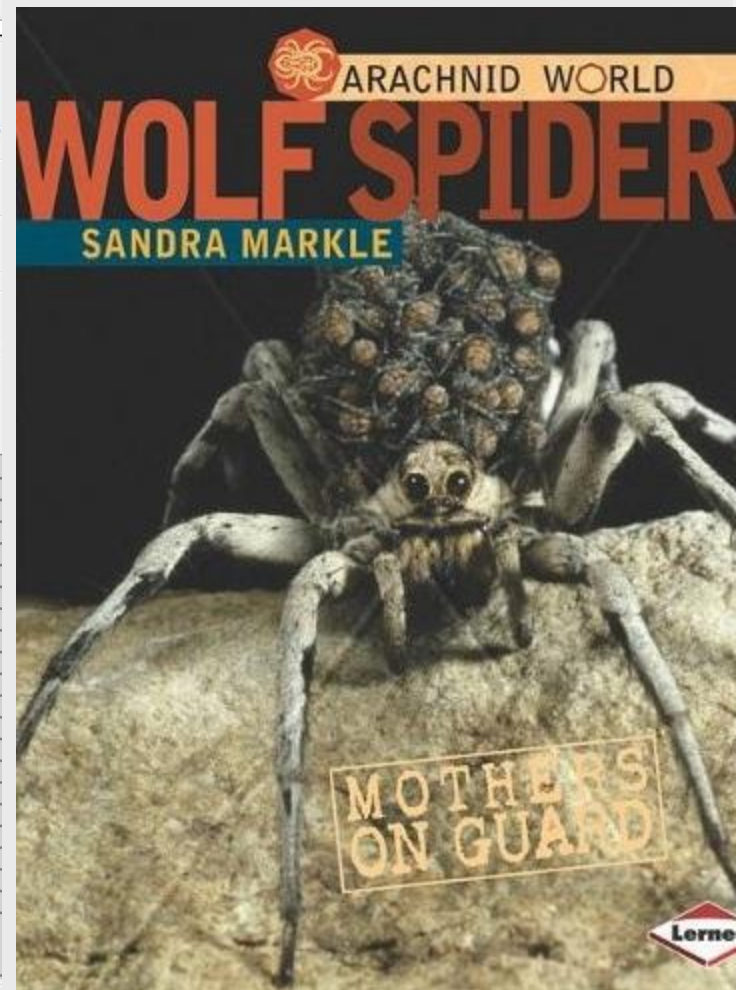
**MARC Record**

Fixed Fields -- Record type: BKS

Type	a	ELvl	8	Src	d	Audn	j	Ctrl		Lang	eng
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	mnu
	Cont	b		GPub		LitF	0	Indx	1		
Desc	a	Ills		Fest	0	DtSt	s	Date1	2010	Date2	

Bibliographic source  
[Update source](#)

LDR	00966cam a22002658a 4500
001	18877870
003	EG-IN
005	20110228175258.0
008	100222s2010 mnu j b 001 0 eng
906	#a 7 #b cbc #c orignew #d 1 #e ecip #f 20 #g y-gencatlg
925 0	#a acquire #b 2 shelf copies #x policy default
955	#b xh57 2010-02-22 #i xh57 2010-02-22 to Dewey #w rd11 2010-02-22
010	#a 2010004273
020	#a 9780761350408 (lib. bdg. : alk. paper)
040	#a DLC #c DLC
050 0 0	#a QL458.42.L9 #b M327 2010
082 0 0	#a 595.4/4 #2 22
100 1	#a Markle, Sandra.
245 1 0	#a Wolf spiders : #b hardworking parents / #c by Sandra Markle.
260	#a Minneapolis : #b Lerner Publications, #c 2010.
263	#a 1103
300	#a p. cm.
490 0	#a Arachnid world
504	#a Includes bibliographical references and index.
650 0	#a Wolf spiders #v Juvenile literature.
	# Marjorie Chambers; phone: 612-332-3344; email: mchambers@lernerbooks.com; bg:
963	a mchambers@lernerbooks.com



# What to Do With CIP Records

What should you do if you run across a CIP record?

# CIP Records: 245 Field

Compare the title and statement of responsibility (245 field) to the title and statement of responsibility on the piece. If they aren't exactly the same, change the record to match the piece.

# CIP Records: 260 Field

Compare publication information and date on the record to the piece-in-hand. If they aren't the same, change the 260 field to match the piece-in-hand.

# CIP Records: 263 Field

Take out the 263 field. This is the anticipated publication date, and since you have the piece-in-hand, this information is no longer useful.

Example: 263 \_ \_ 1103



# CIP Records: 300 field

300 field

Note pagination, illustrations, maps, etc. and measure the item.

300 \_\_ 48 p. : |b col. ill. ; |c 24 cm.

# CIP Records: 490 Field

Check the rest of the variable fields and make any necessary changes.

Example: 490 0\_ = 490 1\_

The Library of Congress no longer traces series, but you should if the series needs to be traced.

# CIP Records: Fixed Fields

Check the fixed fields.

The Encoding Level (ELvl) will probably be 8. Change this to an I (full-level cataloging) or a K (less than full-level cataloging).

# CIP Records: Fixed Field Enhancement

Check the other fixed fields to be sure they're correct. Make sure the date fixed field corresponds to the 260 |c and the country fixed field corresponds to the 260 |a.

# Deduplication

A script was run to clean up the catalog database in early July to automatically merge duplicate bibliographic records.

The database went from 3,694,700 bibliographic records to 2,478,939 records.

This makes searching the catalog much more efficient for both patrons and library staff

# Deduplication

Downside: There are a significant number of records that were merged incorrectly.

This was unavoidable. There was going to be clean up on either the front end or back end of the process.

Doing clean-up afterwards made the most sense, since we got immediate benefit.

The problem would have only compounded as new libraries came on while we tried to do the clean up in advance

# Deduplication: Next Steps

- Now we all need to work together to correct the mismerged records. **It's really important to correct these.**
- It's bad customer service and causes more work if you don't. The mismerges cause holds to be filled with the wrong items
- We also need to work to make the bibliographic records as good and distinct as possible to prevent mismerges during future deduplications.

## How to know if you find a mismerged record

- If you have an audiobook attached to a book record, or a large print attached to regular print record, etc.
- If you look in holdings maintenance and other call numbers suggest a mismash of various types of items, that's a pretty good clue.
- If a hold gets filled with the wrong type of item.



## What to do when you find a mismerged record

- Delete any ISBNs of editions that don't match the record, based on the rules in the Procedures Guide
- Transfer your holdings to the correct record. (Import or create a record first, if needed)
- Notify the listserv of the mismerge. Include the title and author and TCN of the record.

# What NOT to do when you find a mismerge

- Don't ignore it!
- Don't change or overlay the record to match your copy. If the records change from one manifestation to another, this just adds to the confusion.

# Transferring holdings

- It's easy! You don't have to delete your holdings and re-add them.
- See Chapter 10 of the Cataloging Manual for step by step instructions.
- Make sure to note the difference between transferring volumes (call number + copies) and items only.

# Correcting Mismerges

- You've all seen the mismerge messages on the listserv. If not, you should be reading the listserv!
- It may seem a bit overwhelming and not worth the trouble, but **it really is important!**
- You don't have to drop everything and do it the minute you receive the email, but try to work on them once a week or twice a month.

# Correcting Mismerges

- The first thing to do when you get a mismerge email is to check and see if you own the item. If you don't, you can just delete the email, and go on with your day.
- If you do own the item, you'll need to track it down and see if it matches the record.
- If you have descriptive call numbers and item locations, you may be able to tell pretty well just by that if you need to find the item.

# Preventing Future Mismerges

- We have added a few new libraries to EI since the deduplication, so new duplicate records are now appearing in the database.
- We would like to run the script once a year, so we need to work to prevent future mismerges
- The automatic merging is based on the ISBNs and the 245 field.
- It also compares circulation modifiers, so it's important to apply them accurately.

# Preventing Future Mismerges

- ISBNs are very important.
- Whenever you edit a catalog record, be sure it does not contain ISBNs for a different manifestation than is described in the record.
- Examples: Large print, ebook, and audiobook ISBNs should not be included in regular print records, and vice versa.

# Preventing Future Mismerges

- Take particular care with records that deal with multiple materials, like kits and sets.
- If the kit or set record includes ISBNs for individual parts of the sets these need to be coded as an 020 \$z
- It's OK for the record to have no 020 \$a if there are only ISBNs for the parts and not the set or kit as a whole.



# Preventing Future Mismerges

- Any time an ISBN applies to multiple items that need to be kept distinct, take care to code them as 020 \$z
- This includes Advanced Reader Copies and instances when an ISBN has been assigned to multiple items by the publisher

# Thanks for Your Hard Work!

- Thanks for your patience and hard work to make the catalog the best it can be!
- Please continue to contact the Cataloging Committee Members with your questions.

# Evergreen Indiana

Janet Buckley, Greenwood Public Library

[jbuckley@greenwoodlibrary.us](mailto:jbuckley@greenwoodlibrary.us)

Jocelyn Lewis, Lebanon Public Library

[jocelyn@leblib.org](mailto:jocelyn@leblib.org)

Cindy Wilson, Butler Public Library

[cindy@butlerpubliclibrary.net](mailto:cindy@butlerpubliclibrary.net)

Shelley Lesandrini, Westfield-Washington

[Slesandrini@wwpl.lib.in.us](mailto:Slesandrini@wwpl.lib.in.us)

Sarah Childs, Hussey Mayfield Memorial Public Library

[sarahc@zionsville.lib.in.us](mailto:sarahc@zionsville.lib.in.us)

